


ATTACHMENT 3
BID/BIDDER CERTIFICATION SHEET

Only an individual who is authorized to bind the bidding firm contractually shall sign the Bid/Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. This Bid/Bidder Certification Sheet must be signed and returned along with all "required attachments" as an entire package with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. Our all-inclusive bid is submitted in a sealed envelope marked "Bid Submittal - Do Not Open".
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- D. The signature and date affixed hereon certifies that this bid is a firm offer for a 90-day period.

An Unsigned Bid/Bidder Certification Sheet May Be Cause for Bid Rejection

1. Company Name ACE ATTORNEY SERVICE, INC	2. Telephone Number (213) 623-3979	2a. Fax Number (213) 623-7527
2b. Email Address MikeM@acelegal.com		
3. Address 811 Wilshire BLVD, Suite 900, Los ANGELES, CA 90017		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input checked="" type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN) 95-4557668	8. California Corporation No. C1774291	
Indicate the Department of Industrial Relations information:		
9. Contractor Registration Number		
Indicate applicable license and/or certification information:		
10. Contractor's State Licensing Board Number	11. PUC License Number CAL-T-	
12. Bidder's Name (Print) MICHAEL MOUSSAOUI	13. Title President	
14. Signature 	15. Date 4/2/2017	
16. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:		
a. Small Business Enterprise Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, enter certification number: 28738		
If yes, enter your service code below:		

NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes".

Date application was submitted to OSDS, if an application is pending: _____

17. Are you a Non-Small Business committing to the use of 25% Certified Small Business Subcontractor Participation?
Yes ☐ No ☒

If Yes, complete and return the Bidder Declaration form, GSPD-05-105 with your bid.

BID PROPOSAL

ADM-1412 (REV. 06/06)

ATTACHMENT 1

Agreement Number 07A4179

CONTRACTOR'S NAME (Please Print): ACE ATTORNEY SERVICES, Inc.			CONTRACT NO. 07A4179	PAGE Page 1 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)
MESSENGER SERVICE					
1	300	1 Job	Attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle in Ventura County.	\$1.00	\$300.00
2	160	1 Job	Expedited attorney messenger services in Ventura County (services completed within 0-24 hours).	\$10.00	\$1,600.00
3	104	1 Job	Urgent attorney messenger services in Ventura County (services completed within 0-8 hours).	\$95.00	\$9,880.00
4	1,000	1 Job	Attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle in Los Angeles County.	\$1.00	\$1,000.00
5	160	1 Job	Expedited attorney messenger services in Los Angeles County (services completed within 0-24 hours).	\$10.00	\$1,600.00
6	104	1 Job	Urgent attorney messenger service in Los Angeles County (services completed within 0-8 hours).	\$95.00	\$9,880.00
7	600	1 Job	Attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle in San Bernardino County.	\$1.00	\$600.00
8	160	1 Job	Expedited attorney messenger services in San Bernardino County (services completed within 0-24 hours).	\$10.00	\$1,600.00
9	104	1 Job	Urgent attorney messenger services in San Bernardino County (services completed within 0-8 hours).	\$95.00	\$9,880.00
TOTAL SHEET #1					\$36,340.00

CONTRACTOR'S NAME (Please Print): <i>ACE ATTORNEY SERVICE, INC</i>			CONTRACT NO.	PAGE	Page 2 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)	
10	600	1 Job	Attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle in Riverside County.	\$1.00	\$600.00	
11	160	1 Job	Expedited attorney messenger services in Riverside County (services completed within 0-24 hours).	\$10.00	\$1,600.00	
12	104	1 Job	Urgent attorney messenger services in Riverside County (services completed within 0-8 hours).	\$95.00	\$9,880.00	
13	200	1 Job	Attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle in San Diego and Orange Counties	\$1.00	\$200.00	
14	160	1 Job	Expedited attorney messenger services in San Diego and Orange Counties (services completed within 0-24 hours).	\$10.00	\$1,600.00	
15	104	1 Job	Urgent attorney messenger services in San Diego and Orange Counties (services completed within 0-8 hours).	\$95.00	\$9,880.00	
16	200	1 Job	Out of State attorney messenger services including, but not limited to, serving various legal documents on opposing counsels, and picking up or dropping off documents at Caltrans offices by car or motorcycle.	\$1.00	\$200.00	
17	200	1 Job	Out of State expedited attorney messenger services (services completed within 0-24 hrs).	\$10.00	\$2,000.00	
18	200	1 Job	Out of State urgent attorney messenger services (services completed within 0-8 hrs).	\$35.00	\$7,000.00	
TOTAL SHEET #2					\$32,960.00	

ATTACHMENT 1

Agreement Number 07A4179

CONTRACTOR'S NAME (Please Print): <i>Atc Attorney Service, Inc.</i>			CONTRACT NO.	PAGE	Page 3 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)	
COURT FILING						
19	200	1 Job	Court filing services by car or motorcycle in Ventura County.	\$1.00	\$200.00	
20	160	1 Job	Expedited court filing services in Ventura County (services completed within 0-24 hours).	\$20.00	\$3,200.00	
21	104	1 Job	Urgent court filing services in Ventura County (services completed within 0-8 hours).	\$95.00	\$9,880.00	
PROCESS SERVICES						
26	2500	Each	Preparation of subpoena (Record)	\$20.00	\$50,000.00	
27	240	1 Job	Services of subpoena (Record) in Ventura County.	\$5.00	\$1,200.00	
28	5	1 Job	Expedited services of subpoena (Record) in Ventura County (services completed within 0-24 hours).	\$50.00	\$250.00	
29	5	1 Job	Urgent services of subpoena (Record) in Ventura County (services completed within 0-8 hours).	\$95.00	\$475.00	
30	120	1 Job	Services of subpoena (Person) in Ventura County.	\$5.00	\$600.00	
31	5	1 Job	Expedited services of subpoena (Person) in Ventura County (services completed within 0-24 hours).	\$75.00	\$375.00	
32	5	1 Job	Urgent services of subpoena (Person) in Ventura County (services completed within 0-8 hours).	\$110.00	\$550.00	
33	240	1 Job	Services of subpoena (Record) in Los Angeles County.	\$5.00	\$1,200.00	
34	5	1 Job	Expedited services of subpoena (Record) in Los Angeles County (services completed within 0-24 hours).	\$55.00	\$275.00	
TOTAL SHEET #3					\$68,205.00	

ATTACHMENT 1

Agreement Number 07A4179

CONTRACTOR'S NAME (Please Print): ACE ATTORNEY SERVICE, INC.			CONTRACT NO.	PAGE	Page 4 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)	
35	5	1 Job	Urgent services of subpoena (Record) in Los Angeles County (services completed within 0-8 hours).	\$ 95.00	\$ 475.00	
36	240	1 Job	Services of subpoena (Person) in Los Angeles County.	\$ 5.00	\$ 1,200.00	
37	5	1 Job	Expedited services of subpoena (Person) in Los Angeles County (services completed within 0-24 hours).	\$ 55.00	\$ 275.00	
38	5	1 Job	Urgent services of subpoena (Person) in Los Angeles County (services completed within 0-8 hours).	\$ 105.00	\$ 525.00	
39	240	1 Job	Services of subpoena (Record) in San Bernardino County.	\$ 5.00	\$ 1,200.00	
40	5	1 Job	Expedited services of subpoena (Record) in San Bernardino County (services completed within 0-24 hours).	\$ 75.00	\$ 375.00	
41	5	1 Job	Urgent services of subpoena (Record) in San Bernardino County (services completed within 0-8 hours).	\$ 95.00	\$ 475.00	
42	240	1 Job	Services of subpoena (Person) in San Bernardino County.	\$ 5.00	\$ 1,200.00	
43	5	1 Job	Expedited services of subpoena (Person) in San Bernardino County (services completed within 0-24 hours).	\$ 75.00	\$ 375.00	
44	5	1 Job	Urgent services of subpoena (Person) in San Bernardino County (services completed within 0-8 hours).	\$ 125.00	\$ 625.00	
45	240	1 Job	Services of subpoena (Record) in Riverside County.	\$ 5.00	\$ 1,200.00	
46	5	1 Job	Expedited services of subpoena (Record) in Riverside County (services completed within 0-24 hours).	\$ 50.00	\$ 250.00	
47	5	1 Job	Urgent services of subpoena (Record) in Riverside County (services completed within 0-8 hours).	\$ 95.00	\$ 475.00	
48	240	1 Job	Services of subpoena (Person) in Riverside County.	\$ 5.00	\$ 1,200.00	
TOTAL				SHEET #4	\$ 9,850.00	

BID PROPOSAL

ADM-1412 (REV. 06/06)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): ACE ATTORNEY SERVICE, INC.				CONTRACT NO.	PAGE	Page 5 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)		
9	5	1 Job	Expedited services of subpoena (Person) in Riverside County (services completed within 0-24 hours).	\$ 75.00	\$ 375.00		
50	5	1 Job	Urgent services of subpoena (Person) in Riverside County (services completed within 0-8 hours).	\$ 125.00	\$ 625.00		
51	240	1 Job	Services of subpoena (Record) in Orange County.	\$ 5.00	\$ 1,200.00		
52	5	1 Job	Expedited services of subpoena (Record) in Orange County (services completed within 0-24 hours).	\$ 50.00	\$ 250.00		
53	5	1 Job	Urgent services of subpoena (Record) in Orange County (services completed within 0-8 hours).	\$ 75.00	\$ 375.00		
54	240	1 Job	Services of subpoena (Person) in Orange County.	\$ 5.00	\$ 1,200.00		
55	5	1 Job	Expedited services of subpoena (Person) in Orange County (services completed within 0-24 hours).	\$ 75.00	\$ 375.00		
56	5	1 Job	Urgent services of subpoena (Person) in Orange County (services completed within 0-8 hours).	\$ 110.00	\$ 550.00		
57	50	Hour	Standby Service (15-Minute Increments) in all counties.	\$ 45.00	\$ 2,250.00		
1		Hour	Lawsuit & eviction documents	\$ 75.00			
MISCELLANEOUS SERVICES							
58	350	1 Job	Court fax filing (Fee)	\$ 5.00	\$ 1,750.00		
59	1,200	Page	Court fax filing	\$ 0.50	\$ 600.00		
60	100	1 Job	E-File to Federal Court upon request	\$ 5.00	\$ 500.00		
61	1200	Day	Two routes to Los Angeles Legal Office – for pick-up and drop off	\$ 0	\$ 0		
62	1000	1 Job	Telephone or e-mail notification of status/delivery completion	\$ 0	\$ 0		
63	1000	1 Job	Court Research (same day research)	\$ 35.00	\$ 35,000.00		
64	1000	1 Job	Court Research (next day research)	\$ 5.00	\$ 5,000.00		
65	500	1 Job	Court Research (statewide)	\$ 35.00	\$ 17,500.00		
TOTAL				SHEET #5	\$ 67,550.00		

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): <i>ACE ATTORNEY SERVICE, Inc.</i>			CONTRACT NO. 07A4179		PAGE Page 6 of 6	
ITEM NO.	ESTIMATED QUANTITY (FOR TWO YEAR CONTRACT)	UNIT OF MEASURE	ITEM	UNIT PRICE (PRICE PER UNIT OF MEASURE)	TOTAL (ESTIMATED QTY X UNIT PRICE)	
66	200	1 Job	Court Research (nationwide)	\$ 5.00	\$ 1000.00	
67	500	1 Job	Superior or Federal Court – Fee Advances	\$ 0.10	\$ 50.00	
68				Subtotal= items 1 thru 67) \$ 215,955.00		
69	The Standard Agreement, STD 213 Exhibit A, Section 8, Travel Requirements. Reimbursement for travel fees must be based on the submitted original receipts and invoices. The amount shall not exceed the maximum allocation established on the Attachment 1, Bid Proposal line item #69. THIS AMOUNT SHALL BE 10% OF THE ACTUAL SUBTOTAL AMOUNT (10% x Subtotal=amount). SHALL NOT EXCEED 10% of the Contractor's bid amount.			(10% x Subtotal=amount)		\$ 21,595.50
				GRAND TOTAL Items 1 thru 69		\$ 237,550.50

(1) THE ABOVE QUANTITIES ARE ESTIMATES ONLY AND ARE GIVEN AS A BASIS FOR COMPARISON OF BIDS. NO GUARANTEE IS MADE OR IMPLIED AS TO THE EXACT QUANTITY THAT WILL BE NEEDED.

(2) IN CASE OF DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL SET FORTH FOR A UNIT BASIS ITEM, THE UNIT PRICE SHALL PREVAIL.

BIDDER DECLARATION

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

- a. Identify current California certification(s) (MB, SB, SB/NVSA, DVEB): SB or None (If "None," go to item #2)
- b. Will subcontractors be used for this contract? Yes No (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

c. If you are a California certified DVEB:

- (1) Are you a broker or agent? Yes No
- (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes No N/A

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, DVEB or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
Coronado Business Supply MATHEW BATELL 619-522-0211 888-225-1525	1619 "C" Avenue Coronado, CA terry@bprepress.com	39277	Office Supplies	5%	Y	N/A

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.